

**READING IS FUNDAMENTAL
MINI-GRANT PROGRAM
2011-2012**

An application for a RIF mini-grant has two parts: a completed form and project outline.

A blank application form is attached.

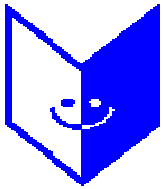
The project outline should be no more than four typewritten pages and should address the following points in this numbered order:

1. Discuss the goal of your RIF project and how it will benefit your school.
2. Discuss the factors in your school which indicate a need for this project (e.g., number of free and reduced lunch students, at-risk students, children with below-average reading skills, no library availability, children for whom English is a second language, economic depressed area, etc.). Be specific and indicate the percentage of students in the free and reduced lunch program (a new RIF rule states that this number should be more than **55%**) as well as the percentage of students to be included in the program that are described by one or more of the at-risk areas addressed in question 3 on the application form. All children in a grade or class should be included in the program, not just those in one of the at-risk areas.
3. Discuss the selection committee and what factors will be considered by the committee when deciding on the books to be purchased for the project.
4. Discuss the management of your RIF project and who will be in charge of the activities and reports. Indicate how you will make sure all timelines are met for submitting the reports and book invoices.
5. Discuss the parental and community involvement in the project.
6. Discuss your plans for motivational and promotional activities to complement each of the three book distributions (e.g., special guests and events, themes, decorations, refreshments, etc.). **These activities must create a desire for students to want to read each book.**

Local education agencies are required to have the matching funds secured when their applications are submitted; however, the money is not to be sent along with the application.

This program is not available to any school that is currently operating a federal RIF project at any grade within the school.

The application form and accompanying program outline must be received (not postmarked) by **4:30 p.m. on Friday May 13, 2011**. Faxed applications will not be accepted.



READING IS FUNDAMENTAL MINI – GRANT APPLICATION
2011-2012

SCHOOL (PRIMARY) _____

ADDRESS _____

CITY _____

SCHOOL CORPORATION _____

CONTACT PERSON _____

(Person responsible for the overall project)

POSITION _____

EMAIL ADDRESS _____

TELEPHONE NUMBER () _____

To be considered for a RIF mini-grant, each applicant must agree to complete **3** book distributions to the same students no later than **May 12, 2012**. All of the allocated funds must be spent with the appropriate paperwork sent to the Indiana Department of Education in a timely manner. The student enrollments must reflect the 2010-2011 enrollments submitted to IDOE. Please over estimate by 20 – 30 students as the enrollment for the 2011-2012 school year may change.

Funding note: The average cost of RIF books is approximately \$2.00 or less after the program discount is applied.

1. Number of students from each grade level to participate in the project. Must be the same group of children in each three distributions.

____PK, ____K, ____1, ____2, ____3, ____4, ____5, ____6, ____7, ____8, ____

Total number of students to be served _____.

2. Percentage of children served who participate in Free/ Reduced Meals: _____%
(Must be at least **55% or higher**)

3. Please check all of the following descriptions that apply to the children you plan to serve.

- ☐ Children for whom English is a second language _____%
- ☐ Children at-risk for school failure
- ☐ Foster children; Homeless children
- ☐ Children with disabilities; visually impaired children; hearing impaired children
- ☐ Migrant children
- ☐ Children without access to public libraries
- ☐ Children whose parents are institutionalized or incarcerated
- ☐ Other at-risk children (*please list factors*) _____

4. Ethnicity of children you propose to serve:
_____ % Caucasian
_____ % Black/ African American
_____ % Hispanic/ Latino
_____ % American Indian/ Alaska Native
_____ % Asian
_____ % Other, please specify: _____
5. Source of funds for the local matching share. _____
6. Is your school currently implementing a federal RIF project? ____ YES ____ NO
7. Has your school received a RIF grant during the last two years? ____ YES ____ NO
(For training purposes only as all schools may apply for a grant)

SIGNATURE OF PRINCIPAL _____

SIGNATURE OF SUPERINTENDENT _____

DATE: _____

By mail to:
Pamela Briscoe
Indiana Department of Education
Office of Integrated Services
151 W. Ohio Street
Indianapolis, IN 46204

By FedEx or courier to:
Pamela Briscoe
Indiana Department of Education
Office of Integrated Services
151 W. Ohio Street
Indianapolis, IN 46204

Following are the criteria reviewers in the Indiana Department of Education will use to evaluate mini-grant applications:

- | | |
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| 1. Project goals and objectives | 25 points |
| 2. Evidence of school need | 30 points |
| 3. Book selection criteria | 5 points |
| 4. Organization and management of the total project | 10 points |
| 5. Parental and community involvement | 10 points |
| 6. Activities which complement the book distribution | 20 points |

Priority will be given to schools with the highest percentage of at-risk children (see questions 3 and 4 on the application form).

If you have any questions about the Indiana mini-grant application process through the Indiana Department of Education, or the RIF program in general, please contact: <http://www.doe.in.gov/rif> or **Dré Knox at 317-232-9164 or by email at dknox@doe.in.gov**